

Digital Project Development
Version 3.10 Revisions
Issued 6/2015

Section	Revision	Page
	The requirement for the PW Submittal Checklist and QA/QC stamp has been eliminated.	Various
1.4	Step 1 – Removed Requirement for PW Submittal Checklist	9
1.4	Step 22 has been added to require the use of the Discipline Subset PDF Checker	11
1.4.3	Added Section 1.4.3 - Environmental Permits	11
1.4.6	Split up section for different types of engineering reports	12
3.1	Has been changed to “Discipline Subset PDF Checker” from “Discipline Subset Submittal Checklist”. This section now details how to download and use the Discipline Subset PDF Checker.	59
7	Digital Review Section has been updated	144-175

Digital Project Development
Version 3.09 Revisions
Issued 2/2015

Section	Revision	Page
1.2	This section used to be for requesting a project container in Projectwise, but projects are now created automatically. This section now shows how a consultant or other outside agency requests access to a project in Projectwise.	7
1.4	Moved Figure 1 which shows a discipline subset cover sheet to step 2 of this section.	9
5.1.1	Deleted Steps 5 and 7 of the workflow. There is no longer a need for an As-Built Completion form	90
5.4	Updated this section to delete the requirement of an As-Built Completion form	100

Digital Project Development
Version 3.08 Revisions
Issued 10/2014

Section	Revision	Page
1.4	Added section headings so they will show up in the Table of Contents	8-11
1.11	Added section on how to combine multiple projects so they can be advertised together as one project.	25

Digital Project Development
Version 3.07 Revisions
Issued 09/2014

Section	Revision	Page
8	Update GIS Requirement Section for the Project and Parcel Polygon Files.	177
9	Added Property Maps Section, which includes the submittal requirements.	186

Digital Project Development
Version 3.06 Revisions
Issued 07/2014

Section	Revision	Page
Appendix E	Added Appendix E – Projectwise Attribution Table. This table shows which attributes should be assigned when uploading documents to Projectwise	214-216

Digital Project Development
Version 3.05 Revisions
Issued 04/2014

Section	Revision	Page
6	Added the requirements for working drawings and shop drawing submittals to be uploaded into Projectwise	101
7	Added the digital review process using Bluebeam. This review process can be used for any type of document.	103

Digital Project Development
Version 3.04 Revisions
Issued 03/2014

Section	Revision	Page
8	Added requirements for project and parcel polygon files.	144

Digital Project Development
Version 3.03 Revisions
Issued 02/2014

Section	Revision	Page
3.2.3 3.2.4 3.2.6	Removed the revisions made from version 3.02	62, 65, 68

Digital Project Development
Version 3.02 Revisions
Issued 02/2014

Section	Revision	Page
3.2.3	Updated main category and sub-category attributes. The contract plans and specifications attributes were not changed.	62
3.2.4	Updated main category and sub-category attributes. The contract plans and specifications attributes were not changed.	65
3.2.6	Updated main category and sub-category attributes for the supplemental contract documents.	68

Digital Project Development
Version 3.01 Revisions
Issued 02/2014

Section	Revision	Page
1.1	Added engineering reports to the final document deliverable section. We now require the final Hydraulic, Scour, and Floodway Reports to be uploaded into Projectwise.	6
1.4	Added headings to split up Section 1.4 Format. Also added step 22 for engineering reports	7-9
1.7	Added a link to a suggested workflow on how to prepare a For Information Only subset using only Bluebeam.	18
2	Added digital signature requirement for engineering reports.	35
2	Added screen shot showing how the first sheet of an engineering report shall be watermarked and digitally signed.	37
2.4	Updated watermark section for engineering reports	41-42
2.5	Added section for engineering reports	44
2.6	Added paragraph for digitally signing engineering reports	46
2.6.7	Added section for digitally signing engineering reports	49
3	Added Section for engineering reports	55
3.2.2	Added descriptions for all of the folders in our Projectwise Project container.	58-59
3.2.3	Added attributes for engineering reports for Thin Client	61
3.2.4	Added attributes for engineering reports for Thick Client	64
3.2.13	Added Engineering Records Contact Information to this section	72
4.1.6	Updated Addenda specifications section. The requirement for recording an addendum that only affects specifications on the 02-Revisions subset has been removed.	77
4.2.5	Updated DCO specifications section. The requirement for recording a DCO that only affects specifications on the 02-Revisions subset has been removed.	80
4.4	Updated section to clarify the procedure for applying the cross out stamp for Addendums and Change Orders	85-86
6.2	Added a new Shop Drawing submittal procedure	101-129
Appendix D	Added a section showing how to make a contractor submittal stamp for Consultant Engineers.	152-157

Digital Project Development
Version 2.07 Revisions
Issued 06/2013

Section	Revision	Page
1.3	Inserted note 11 stating only Bluebeam will be supported for the processes described in this manual	7
1.6.2.1	Deleted Adobe section for sheet numbering	11
1.6.4.1	Deleted Adobe section for sheet numbering Addendum and Change Order sheets.	15
2.4.1	Deleted Adobe section for watermarking plans, this section has now become Bluebeam watermarking plans	40
2.5.1	Deleted Adobe section for creating digital signature form fields. This section has now become Bluebeam creating digital signature form fields	43
3	Added language about the Projectwise Submittal Checklist	53
3.1	Updated section for the New Projectwise Submittal Checklist that is required to be submitted with every contract plan submittal into Projectwise.	55
3.2.13	Included the Paper Plan Order Form Process	70

Digital Project Development
Version 2.06 Revisions
Issued 02/2013

Section	Revision	Page
4.1.6	Updated the Addendum specifications section to required that addendums that affect only specifications are still recorded on the 02-Revisions Subset. These will be recorded with a note "No Change to Plans"	75
4.2.5	Updated the Design Initiated Change Order (DCO) specifications section to required that DCOs that affect only specifications are still recorded on the 02-Revisions Subset. These will be recorded with a note "No Change to Plans"	78
5	Section 5 is about As-Building the plans.	87-98
Appendix A	Added Initial Bluebeam setup section	108-114
Appendix B	Appendix B is now the usability of PDF documents section, previously section 5.	115-119

Digital Project Development
Version 2.05 Revisions
Issued 01/2013

Section	Revision	Page
Section 4	The sheets affected by Addendums and Construction Orders must be X'd out after the Addendum or Construction Order is approved.	74-88

Digital Project Development
Version 2.04 Revisions
Issued 11/2012

Section	Revision	Page
1.4 Step 2	Clarified Section 1.4 Step 2	7

Digital Project Development
Version 2.03 Revisions
Issued 09/2012

Section	Revision	Page
1.6.2	Edited title to Final Plan Sheet Numbering	11
1.6.2.2	Updated the Bluebeam sheet numbering section	16-18
1.6.3	Added Section for applying sheet numbers to Addendum and Design Initiated Change Order plan sheets	19-22

Digital Project Development
Version 2.02 Revisions
Issued 09/2012

Section	Revision	Page
Various	Updated Figures for Bluebeam 10.2	Various
4.1.7	Added this section for submitting Addenda reports into Projectwise	68
7.3	Updated Bluebeam Stamp section to clarify use by CTDOT staff	93-94

Digital Project Development
Version 2.01 Revisions
Issued 04/2012

Section	Revision	Page
All	Revised Header and Footer	All

Digital Project Development
Version 1.06 Revisions
Issued 12/2011

Section	Revision	Page
	Added Definitions sections	5
1.4	Added format working drawings in step 1 and step 21.	6,8
1.4	Added format for Change Order specifications in step 18.	8
1.5.2	Added section on Change Order Specifications	9
1.6.2	Added language to clarify the sheet numbers for an Addendum, Change order, and Working Drawing	9
1.6.2.2	Added instructions on how to place sheet numbers using Bluebeam	13-15
1.7	Page Labels are now required to be added in the PDF, this sections gives instructions.	15-17
2.0	Added language for a digital signature on a Working Drawing Submittal	20
2.3.2	Added section for creating a digital signature appearance using Bluebeam	27-28
2.6	Added section on how to apply a watermark of the signers signature using Bluebeam	31-32
2.6.2	Added section on how to place digital signature form fields using Bluebeam	36-37
2.7	Added where CTDot Designed projects shall be digitally signed	37
2.7.6	Added section on Working Drawings	42
2.7.7.2	Added section on how to digitally sign using Bluebeam	47
3.2.2	Added 120_Contractor Submittal folder description	50
3.2.1	Added instructions how to get Projectwise Thick Client.	43
3.2.5	Added language for Change Order Specs.	63-64
3.2.14	Added Section on how to change the state of a document	71
6.0	Added Working drawings section	94-95
7.0	Added Digital Review and Commenting Section	96-104

Digital Project Development
Version 1.05 Revisions
Issued 09/2011

Section	Revision	Page
1.4	Updated step 13 to require the first sheet of every subset to have the discipline subset cover sheet cell on it.	7
1.4	Updated step 14 with revised Digital Title Sheet	7
1.4	Updated step 18 to include format for CSI special provisions for building projects.	7
1.4	Updated step 18 on the procedure for submitting specifications. The process of submitting specifications for consultant lead projects has not changed. The process for CTDOT design unit lead projects has changed.	7
2.5.1	It is now required to "extend features into adobe reader".	30
3.2.3	Clarified the format of the label for FDP and DCD submittals as well as ADP and ACD submittal. (Thin Client)	46
3.2.4.1	Clarified the format of the label for FDP and DCD submittals as well as ADP and ACD submittal. (Thick Client)	49
3.2.5	Added language for CSI special provisions for building projects.	54
3.2.5	Updated to include the new procedure for CTDOT designed projects.	54

Digital Project Development
Version 1.04 Revisions
Issued 08/2011

Section	Revision	Page
1.3	Added Step 11, digitally signing on call consultant project title sheets	6
2.4	Updated watermark section	25-26
3.2.5	Updated the label attribute requirements	54
3.2.6	Added language for submitting revised supplemental documents.	55
4.1.3	Added new section about adding a new subset by Addendum	60
4.2.1	Added new section about adding a new subset by DIC	64
4.5	Added As-Built stamps and workflow	74
5	Added usability of Digital Projects section	75-79

Digital Project Development
Version 1.03 Revisions
Issued 07/2011

Section	Revision	Page
1.3	Added step 10 to include the version of Adobe that was used for production of the DPD Manual. Also some language on the use of version 10 of Adobe.	6
1.4	Revised step 13 to clarify that the list of drawings on each subset must include the drawing numbers and drawing titles.	7
1.4	Revised step 14 to include link for new digital title sheet	7
2.5	Added language about the digital signature placeholder cell	27
2.6.1	Added language about when the Manager and Engineering Administrator shall apply their digital signatures to the 01_General subset. This applies to CTDOT in house projects.	31
3.2.8	Revised requirements for notification of submittals	55

Digital Project Development
Version 1.02 Revisions
Issued 06/2011

Section	Revision	Page
1.3	Revised step 1 to include language pertaining to Engineering and Architectural contract plans.	5
1.3	Added Step 9	6
1.4	Revised step 1	6
2.1	Added language for Architects	17
2.1	Revised consultant watermark appearance	18
2.2.2	Added language for Architects	19
2.4.2	Revised consultant watermark appearance	27

Digital Project Development
Version 1.01 Revisions
Issued 05/2011

Section	Revision	Page
1.4	Added step 3 For Information Only Drawings	5
1.4	Added step 4 Utility drawings	5
1.4	Added step 6 Standard drawings	5
1.4	Added step 15, all detailed estimate sheets shall be in the 01-General subset.	6
1.4	Revised step 16 to include, only 1 revisions subset is allowed	6
1.4	Step 18 revised spec. submittal procedure	6
1.6.2	The first sheet in a subset shall have a sheet number of 1	8
1.7	Added section 1.7, FIO	11
1.10	Added utility and for information only drawings to the list of subsets	13
1.11	Added utility and for information only drawings to the list of subsets	14
1.11	Added more information on Multi Volume Projects	14
2.4.2	Changed the Consultant Watermark, the appearance was incorrect	25
2.6.4	Added signing Standard Drawings Subset section	33
3.1	Updated Checklist to include supplemental documents	40
3.2.3	Added FIO sub, and FIO Label	44
3.2.4	Added FIO sub, and FIO Label	47
3.2.5	Changed the contract specifications submittal procedure. The specifications will now be submitted in a zipped folder	53
3.2.9	Changed Final Contract Plans FDP to Advertise Workflow table	55
4.1.4	Changed Addendum Plans workflow table	59